



Manpower Standard

★ EDUCATION SERVICES FLIGHT

★This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. The Education Services Flight provides quality educational opportunities in support of mission readiness, professional and personal development, quality retention and recruitment. This is accomplished through clearly defined goals and objectives, an assessment and planning process, oversight and procurement of college and university programs, management of tuition assistance, and counseling, customer, and testing services. This AFMS provides the manpower needed to support an Education Services Flight during peacetime. Both a positive and negative mission variance must be developed for all work within the organization that has undergone a cost comparison study. It does not apply to the Air National Guard and Air Force Reserve. A negative variance should be developed to account for any process performed by contract manpower equivalents (CMEs). This AFMS was developed in accordance with the requirements outlined in AFI 36-2306, *Operation and Administration of the Air Force Education Services Program*, and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQBP, 550 E Street East, Randolph AFB, Texas 78150-4451.

★SUMMARY OF CHANGES

This AFMS supersedes AFMS 16E1, 30 November 1993. It implements format changes in the overall layout of the AFMS and includes minor administrative changes. References to regulations, applicable MAJCOM/bases, points of contact, and proper organizational designations were updated with current information. It is revised to add variances for HQ AETC to Attachment 3, numbers A3.14-A3.23. Changes are identified with a star (★).

1. Core Composition:

1.1. **Core Flight Manpower Required.** 5

1.2. **Core Range.** 2 - 17

1.3. **Programming Factor.** Authorized Military Population

2. Standard Data:

2.1. **Approval Date.** September 1992

2.2. **Man-hour Data Source.** Expert Team Workshop

2.3. **Man-hour Equation.** $Y = 220.3 + .1636X$

2.4. Workload Factor:

2.4.1. **Title.** Authorized Military Population Serviced (Less Students).

2.4.2. **Definition.** The total number of Air Force military authorizations, less functional categories E, L, G, and Q, that are under the jurisdiction of an Education Services Flight (active duty Air Force Reserve, Title 10 only; and active duty Air National Guard--Title 32 only).

2.4.3. **Source.** Obtain the total authorized military population serviced from the base manpower data system (BMDS); File Part A--excluding contract man-year equivalents. Select only records with manpower type (MNT) code X??X? and the CBPO number (CBP) for the host base.

2.5. Points of Contact:

2.5.1. **AFCQMI Representative.** MSgt Matthew G. Gove, AFCQMI/MQBP, DSN 487-2472 x3096.

2.5.2. **Functional Representative.** Mr. Al Arrighi, HQ USAF/DPPED, DSN 225-7321.

3. Application Instructions:

3.1. **Step 1.** Determine the authorized Air Force nonstudent military population by summing the last fiscal quarter authorized totals for all units supported by the installation. (**NOTE:** Ensure that active duty Air Force Reserve military personnel are Title 10 only; ensure that active duty Air National Guard military personnel are Title 32 only). Substitute this figure for "X" in the man-hour equation. Divide the resulting man-hours by the current wing MAF and overload factor.

3.2. **Step 2.** Determine total variance (positive or negative) fractional manpower requirement applicable to the location (see Attachment 3). If your base supports Army, Navy, Marine, and Coast Guard authorized active duty military personnel, see Variance A3.1.

3.3. **Step 3.** Add/subtract the results of Steps 1 and 2 and round, using the current rounding rule.

3.4. **Step 4.** Refer to Standard Manpower Table in Attachment 2 for skill and grade distribution.

4. Statement of Conditions. Operating facilities for classrooms will be located on installations serviced by an Education Services Flight. Contract custodial services will be used for classroom facilities, and a nonpersonal services contract (NPSC) will be used for the test examiner. Computer systems used by the Education Services Flight are APDS-II and PC-III. Normal hours of operation are 8 hours per day, 5 days per week. Sixteen initiatives previously approved in the 23 February 1990 standard are incorporated in the core requirement.

GREGORY A. KEETHLER, Colonel, USAF
Chief, Installations and Support Division
Air Force Center for Quality and Management Innovation

Attachments

1. Process Oriented Description
2. Standard Manpower Table
3. Approved Variances
4. Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

EDUCATION SERVICES FLIGHT

The attached process oriented descriptions describe the tasks needed to support Education Services Flight during peacetime operations.

Appendices

A - Education Services Flight

B - Education Services Flight Detail

PROCESS ORIENTED DESCRIPTION

EDUCATION SERVICES FLIGHT

A1A.1. MANAGES EDUCATION PROGRAMMING:

- A1A.1.1. CONDUCTS NEEDS ASSESSMENT OF MILITARY INSTALLATION.
- A1A.1.2. OBTAINS EDUCATIONAL PROGRAM.
- A1A.1.3. MONITORS PROGRAM QUALITY.
- A1A.1.4. PREPARES ANNUAL BASE EDUCATION SERVICES PLAN.
- A1A.1.5. DEVELOPS COURSE SCHEDULE.
- A1A.1.6. PREPARES AND SUBMITS REPORTS OF PROGRAM DATA.
- A1A.1.7. PARTICIPATES IN TRAINING.
- A1A.1.8. PERFORMS AS LIAISON WITH DEPARTMENT OF EDUCATION OFFICE, REGIONAL VETERANS ADMINISTRATIVE (VA) OFFICE, COUNCIL ON POST-SECONDARY ACCREDITATION (COPA) OFFICE, AIR UNIVERSITY (AU), AND EXTENSION COURSE INSTITUTE (ECI).
- A1A.1.9. PARTICIPATES IN MEETING.
- A1A.1.10. DEVELOPS ANNUAL "NATHAN ALTSCHULER AWARD FOR EXCELLENCE IN EDUCATIONAL PROGRAMS" DATA.
- A1A.1.11. MONITORS DEPENDENT SCHOOL PROGRAM (CONUS ONLY).

A1A.2. ADMINISTERS TUITION ASSISTANCE PROGRAM:

- A1A.2.1. PREPARES ANNUAL BUDGET/FINANCIAL PLAN.
- A1A.2.2. CONTROLS TUITION ASSISTANCE OBLIGATION.
- A1A.2.3. INITIATES SF 1049, **PUBLIC VOUCHER FOR REFUNDS**, FOR THE PURPOSE OF REFUNDING TUITION ASSISTANCE TO STUDENT.
- A1A.2.4. REACCOMPLISHES AF FORM 1227, **AUTHORITY FOR TUITION ASSISTANCE-EDUCATION SERVICES PROGRAM**, TO CHANGE STUDENT STATUS.
- A1A.2.5. MAINTAINS STUDENT EDUCATION SERVICES RECORD.
- A1A.2.6. COUNSELS ON FINANCIAL AID.
- A1A.2.7. COUNSELS ON REIMBURSEMENT.
- A1A.2.8. DETERMINES REQUIREMENT FOR SUPPLIES, EQUIPMENT, AND SERVICES FOR INSTRUCTIONAL PROGRAM.
- A1A.2.9. DETERMINES SERVICE REQUIREMENT FOR NONINSTRUCTIONAL PROGRAM.
- A1A.2.10. PERFORMS REIMBURSEMENT ACTION.
- A1A.2.11. PROCESSES AF FORM 118, **REFUND OF TUITION ASSISTANCE-EDUCATION SERVICES PROGRAM**, FOR REQUEST OF TUITION ASSISTANCE WAIVER.
- A1A.2.12. PREPARES AF FORM 63, **OFFICER/AIRMAN ACTIVE DUTY SERVICE COMMITMENT (ADSC) COUNSELING STATEMENT**.
- A1A.2.13. ADMINISTERS SPOUSE TUITION ASSISTANCE PROGRAM.

A1A.3. PROVIDES COUNSELING:

- A1A.3.1. ADMINISTERS GENERAL EDUCATION PROGRAM.
- A1A.3.2. ADMINISTERS COMMUNITY COLLEGE OF THE AIR FORCE (CCAF) PROGRAM.
- A1A.3.3. BRIEFS ON EDUCATION SERVICES.
- A1A.3.4. ADVISES ON VETERAN'S ADMINISTRATION PROGRAM.
- A1A.3.5. MAINTAINS EDUCATION SERVICES PUBLICITY PROGRAM.
- A1A.3.6. ADMINISTERS CORRESPONDENCE COURSE PROGRAM.
- A1A.3.7. ADMINISTERS ACADEMIC DEFERMENT PROGRAM.
- A1A.3.8. COORDINATES CCAF GRADUATION CEREMONY.
- A1A.3.9. ADMINISTERS AIRMAN EDUCATION AND COMMISSIONING PROGRAM (AECF).
- A1A.3.10. ADMINISTERS AIR FORCE RESERVE OFFICER TRAINING CORP (AFROTC) PROGRAM, AIRMAN SCHOLARSHIP AND COMMISSIONING PROGRAM (ASCP), AND PROFESSIONAL OFFICER CORP (POC) PROGRAM.
- A1A.3.11. COUNSELS ON OTHER COMMISSIONING PROGRAMS.

- A1A.3.12. ADMINISTERS OFFICER TRAINING SCHOOL, USAF PROCESS (AIRMAN WITH COLLEGE DEGREE ONLY).
- A1A.3.13. ADMINISTERS BOOTSTRAP TDY PROGRAM.
- A1A.3.14. ADMINISTERS AIR COMMAND AND STAFF COLLEGE (ACSC) SEMINAR.
- A1A.3.15. ADMINISTERS AIR WAR COLLEGE (AWC) SEMINAR.
- A1A.3.16. IDENTIFIES AND RESOLVES DISCREPANCY OF OFFICER EDUCATION LEVEL.
- A1A.3.17. ADMINISTERS OFFICER AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) PROGRAM.
- A1A.3.18. MAINTAINS EDUCATIONAL PUBLICITY MATERIAL.

A1A.4. PROVIDES CUSTOMER SERVICE:

- A1A.4.1. RESEARCHES AND ANSWERS INQUIRY REGARDING EDUCATIONAL PROGRAM, PRESCRIBING DIRECTIVE, OR POLICY PROBLEM.
- A1A.4.2. SCHEDULES APPOINTMENT.
- A1A.4.3. MANAGES CLASSROOM FACILITY.
- A1A.4.4. ASSISTS WITH ORDERING TRANSCRIPT FROM INSTITUTION.

A1A.5. MANAGES TESTING PROGRAM:

- A1A.5.1. MONITORS TEST REQUIREMENT.
- A1A.5.2. INSTRUCTS TEST EXAMINER.
- A1A.5.3. SIGNS ANSWER SHEET.
- A1A.5.4. PREPARES AND MAILES TEST MATERIAL TO APPROPRIATE AGENCY.
- A1A.5.5. PREPARES REPORT OF LOSS OR COMPROMISE OF CONTROLLED TEST ITEM.
- A1A.5.6. PREPARES TEST IRREGULARITY REPORT.
- A1A.5.7. CONDUCTS WEEKLY DANTES TEST INVENTORY.
- A1A.5.8. CONDUCTS QUARTERLY DANTES TEST INVENTORY.
- A1A.5.9. CONDUCTS MONTHLY ECI TEST INVENTORY.
- A1A.5.10. COORDINATES DANTES ANNUAL FACILITY REVIEW.
- A1A.5.11. DESTROYS ECI AND OTHER TEST MATERIAL.
- A1A.5.12. ADMINISTERS UNSCHEDULED, TYPING, READING, AND TELETYPE TESTS.
- A1A.5.13. RETURNS DAMAGED, UNUSED, OR OUTDATED CONTROLLED TEST TO APPROPRIATE AGENCY.

NOTE. Indirect time is included within each process.

PROCESS ORIENTED DESCRIPTION DETAIL**EDUCATION SERVICES FLIGHT****A1B.1. MANAGES EDUCATION PROGRAMMING:**

A1B.1.1. CONDUCTS NEEDS ASSESSMENT OF MILITARY INSTALLATION:

A1B.1.1.1. REVIEWS EDUCATION PROGRAM REQUIREMENTS.

A1B.1.1.2. PREPARES STUDENT AND ORGANIZATIONAL QUESTIONNAIRES TO ASSESS PARTICIPATION.

A1B.1.1.3. ADMINISTERS QUESTIONNAIRES.

A1B.1.1.4. RECEIVES AND TABULATES QUESTIONNAIRES.

A1B.1.1.5. ANALYZES TABULATION.

A1B.1.1.6. DEVELOPS SUMMARY OF QUESTIONNAIRES.

A1B.1.1.7. REPORTS RESULT OF STUDENT/ORGANIZATIONAL SUMMARY TO APPROPRIATE STAFF OFFICIAL.

A1B.1.2. OBTAINS EDUCATIONAL PROGRAM. (CONUS ONLY)

A1B.1.2.1. IDENTIFIES INSTITUTIONS THAT CAN PROVIDE NEEDED PROGRAMS.

A1B.1.2.2. SENDS LETTERS OR BROCHURES TO INSTITUTIONS.

A1B.1.2.3. TELEPHONES OR VISITS INSTITUTIONS.

A1B.1.2.4. WRITES LETTER TO SOLICIT PROPOSAL FROM CIVILIAN ACADEMIC INSTITUTION.

A1B.1.2.5. EVALUATES PROPOSAL TO MAKE TENTATIVE SELECTION.

A1B.1.2.6. WRITES LETTER TO MAJCOM TO REQUEST AUTHORITY TO NEGOTIATE.

A1B.1.2.7. NEGOTIATES WITH ACADEMIC INSTITUTION.

A1B.1.2.8. DEVELOPS MEMORANDUM OF UNDERSTANDING (MOU).

A1B.1.2.9. PREPARES STAFF SUMMARY SHEET AND COVER LETTER.

A1B.1.2.10. FORWARDS TO BASE AGENCY FOR STAFFING.

A1B.1.2.11. FORWARDS COVER LETTER AND MOU TO MAJCOM FOR APPROVAL.

A1B.1.2.12. REVIEWS/RETAFFS EXISTING MOU.

A1B.1.2.13. ACTS AS LIAISON WITH ACADEMIC INSTITUTION.

A1B.1.2.14. DISCONTINUES ON-BASE PROGRAMS. (OVERSEAS ONLY)

A1B.1.2.15. REVIEWS NEEDS ASSESSMENT DATA.

A1B.1.2.16. COMPILES NEEDS ASSESSMENT DATA FROM PREPARED SUMMARY TO DETERMINE NEW EDUCATIONAL REQUIREMENT.

A1B.1.2.17. PREPARES REPORT OF NEW EDUCATIONAL PROGRAM REQUIREMENTS.

A1B.1.2.18. SUBMITS PROGRAM REQUEST AND ESTIMATED ENROLLMENT TO MAJCOM.

A1B.1.2.19. RECEIVES RESPONSE FROM MAJCOM.

A1B.1.2.20. REVIEWS INITIAL CONTRACT.

A1B.1.2.21. INITIATES AND DEVELOPS INITIAL PHASE-IN PLAN FOR PROGRAM.

A1B.1.2.22. REVIEWS STATEMENT OF WORK (SOW).

A1B.1.2.23. PROVIDES INPUT FOR SPECIFIC LOGISTICAL SUPPORT, SPECIAL PROVISIONS, ADMINISTRATIVE RELATIONSHIPS, LIBRARY, QUALITY ASSURANCE EVALUATOR, AND ADMINISTRATIVE REQUIREMENTS.

A1B.1.2.24. CONSOLIDATES REVIEW COMMENTS.

A1B.1.2.25. FORWARDS TO MAJCOM.

A1B.1.2.26. ACTS AS LIAISON BETWEEN ACADEMIC INSTITUTION AND INSTALLATION (AS REQUIRED) BY THE CONTRACT.

A1B.1.2.27. PROVIDES LOGISTICAL SUPPORT TO INSTITUTION STAFF AS STATED IN THE CONTRACT.

A1B.1.2.28. PERFORMS AS QUALITY ASSURANCE EVALUATOR (QAE) FOR OVERSEAS CONTRACT.

A1B.1.3. MONITORS PROGRAM QUALITY:

A1B.1.3.1. MONITORS INSTRUCTIONAL SUPPORT AND COURSE CONTENT.

A1B.1.3.2. COORDINATES WITH REGIONAL ACCREDITING AGENCY.

A1B.1.3.3. ADMINISTERS BASE QUALITY EDUCATION SYSTEM.

A1B.1.4. PREPARES ANNUAL BASE EDUCATION SERVICES PLAN:

A1B.1.4.1. ANALYZES NEEDS ASSESSMENT DATA.

A1B.1.4.2. DEVELOPS NEEDS ASSESSMENT ABSTRACT.

A1B.1.4.3. IDENTIFIES ANNUAL OBJECTIVES OF THE BASE EDUCATION PROGRAM.

A1B.1.4.4. IDENTIFIES PLANNED MEANS (GOALS) TO MEET OBJECTIVES.

A1B.1.4.5. DEVELOPS ANNUAL EDUCATION SERVICES PLAN.

A1B.1.4.6. PREPARES STAFF SUMMARY SHEET.

A1B.1.4.7. COORDINATES PLAN AND ABSTRACT AT BASE LEVEL.

A1B.1.4.8. PREPARES COVER LETTER.

A1B.1.4.9. SUBMITS PLAN TO MAJCOM AND STATE/LOCAL EDUCATIONAL AGENCY.

A1B.1.4.10. UPDATES/MODIFIES ANNUAL EDUCATION SERVICES PLAN.

A1B.1.5. DEVELOPS COURSE SCHEDULE:

A1B.1.5.1. DEVELOPS CONSOLIDATED ANNUAL COURSE SCHEDULE.

A1B.1.5.2. DEVELOPS TERM COURSE SCHEDULE PER TERM.

A1B.1.6. PREPARES AND SUBMITS REPORTS OF PROGRAM DATA:

A1B.1.6.1. PREPARES AND SUBMITS AF FORM 1007, **EDUCATION SERVICES PROGRAM REPORT (RCS: HAF-DPP(AR)7106)**, TO MAJCOM SEMIANNUALLY.

A1B.1.6.2. PREPARES AND SUBMITS AF FORM 1008, **ANNUAL REPORT OF EDUCATION SERVICES PROVIDED BY CIVILIAN SCHOOL**, AND FORWARDS ANNUALLY TO MAJCOM.

A1B.1.6.3. COMPILES SPECIFIC PROGRAM DATA REQUESTED BY MAJOR OR HIGHER HQ AND FORWARDS SUMMARY OF PROGRAM DATA TO REQUESTING AUTHORITY.

A1B.1.6.4. PREPARES AND SUBMITS DD FORM 1719, **OSD REPORTING REQUIREMENT**.

A1B.1.7. PARTICIPATES IN TRAINING:

A1B.1.7.1. PREPARES FOR CONFERENCE.

A1B.1.7.2. ATTENDS ANNUAL AMERICAN ASSOCIATION FOR COUNSELOR DEVELOPMENT (AACD) CONFERENCE.

A1B.1.7.3. ATTENDS ANNUAL NATIONAL UNIVERSITY CONTINUING EDUCATION ASSOCIATION (NUCEA) CONFERENCE.

A1B.1.8. PERFORMS AS LIAISON WITH DEPARTMENT OF EDUCATION OFFICE, REGIONAL VETERANS ADMINISTRATIVE (VA) OFFICE, THE COUNCIL ON POST-SECONDARY ACCREDITATION (COPA) OFFICE, AIR UNIVERSITY (AU), AND EXTENSION COURSE INSTITUTE (ECI).

A1B.1.9. PARTICIPATES IN MEETING:

A1B.1.9.1. PREPARES FOR MEETING.

A1B.1.9.2. ATTENDS MEETING.

A1B.1.10. DEVELOPS ANNUAL "NATHAN ALTSCHULER AWARD FOR EXCELLENCE IN EDUCATIONAL PROGRAMS" DATA.

A1B.1.11. MONITORS DEPENDENT SCHOOL PROGRAM (CONUS ONLY):

A1B.1.11.1. PERFORMS AS LIAISON WITH LOCAL DEPENDENT SCHOOL.

A1B.1.11.2. PROVIDES ASSESSMENT OF LOCAL SCHOOL CLIMATE TO THE BASE.

A1B.1.11.3. PROVIDES LOCAL SCHOOL TRANSPORTATION OFFICER WITH INFORMATION REQUIRED TO ARRANGE TRANSPORTATION.

A1B.1.11.4. ASSISTS IN RESOLUTION OF LOCAL SCHOOL PROBLEM INVOLVING AN AIR FORCE PARENT.

A1B.1.11.5. PROVIDES INFORMATION TO PARENT ON LOCAL DEPENDENT SCHOOL, POINT OF CONTACT AT SCHOOL, AND TELEPHONE NUMBER.

A1B.1.11.6. PROVIDES IMPACT AID PROGRAM GUIDANCE TO AF PARENT AND TO THE BASE.

A1B.2. ADMINISTERS TUITION ASSISTANCE PROGRAM:

A1B.2.1. PREPARES ANNUAL BUDGET/FINANCIAL PLAN (FIN-PLAN):

A1B.2.1.1. REVIEWS AND ANALYZES PAST, CURRENT, AND FUTURE REQUIREMENTS.

A1B.2.1.2. DEVELOPS NARRATIVE FOR ANNUAL BUDGET/FIN-PLAN SUBMISSION.

A1B.2.1.3. SUBMITS ANNUAL BUDGET/FIN-PLAN TO MAJCOM AND ACCOUNTING AND FINANCE OFFICE (AFO).

A1B.2.2. CONTROLS TUITION ASSISTANCE (TA) OBLIGATION:

A1B.2.2.1. INITIATES AF FORM 616, **REQUEST AND AUTHORITY TO CITE FUNDS**.

A1B.2.2.2. SUBMITS TO ACCOUNTING AND FINANCE.

A1B.2.2.3. REVIEWS, VERIFIES, AND COUNSELS ON INFORMATION FOR ACCURACY ON AF FORM 1227, **AUTHORITY FOR TUITION ASSISTANCE-EDUCATION SERVICES PROGRAM**.

A1B.2.2.4. TRANSFERS INFORMATION FROM AF FORM 1227 TO AF FORM 616.

A1B.2.2.5. SUBMITS AF FORM 1227 AND AF FORM 616 TO AFO.

A1B.2.2.6. VERIFIES INSTITUTION BILLING STATEMENT (INVOICE).

A1B.2.2.7. CERTIFIES PAYMENT TO INSTITUTION AGAINST AF FORMS 616 AND 1227.

A1B.2.2.8. ESTABLISHES SUSPENSE TO ENSURE COMPLETION OF PAYMENTS/GRADES.

A1B.2.2.9. PERFORMS DEOBLIGATION OF FUNDS AND SUBMITS NOTIFICATION TO AFO.

A1B.2.3. INITIATES SF 1049, **PUBLIC VOUCHER FOR REFUNDS**, FOR THE PURPOSE OF REFUNDING TUITION ASSISTANCE TO STUDENT.

A1B.2.4. REACCOMPLISHES AF FORM 1227 TO CHANGE STUDENT STATUS:

A1B.2.4.1. CHANGES ENROLLMENT DATA.

A1B.2.4.2. CHANGES AMOUNT OF TA FUNDING.

A1B.2.5. MAINTAINS STUDENT EDUCATION SERVICES RECORD:

A1B.2.5.1. INITIATES STUDENT EDUCATION SERVICES RECORD FOR ASSIGNED MILITARY PERSONNEL AND AF FORM 771, **ACCOUNT OF DISCLOSURE**.

A1B.2.5.2. RECEIVES AND REVIEWS INCOMING STUDENT EDUCATION SERVICES RECORD FOR NEW ASSIGNMENT AND OTHER RELATED INFORMATION.

A1B.2.5.3. INITIATES STUDENT EDUCATION SERVICES RECORD.

A1B.2.5.4. UPDATES AND/OR POSTS STUDENT EDUCATION SERVICES RECORD.

A1B.2.5.5. PREPARES STUDENT EDUCATION SERVICES RECORD FOR PCS, SEPARATION, RETIREMENT, SHORT-NOTICE PERMANENT CHANGE OF STATION (PCS), OR DEATH.

A1B.2.6. COUNSELS ON FINANCIAL AID:

A1B.2.6.1. COUNSELS ON TUITION ASSISTANCE, LOANS, AND GRANTS.

A1B.2.6.2. ASSISTS IN PREPARATION OF FINANCIAL AID FORMS.

A1B.2.7. COUNSELS ON REIMBURSEMENT. Counsels student for requirement to reimburse for grades of failure (F), withdrawal (W), or incomplete (I).

A1B.2.8. DETERMINES REQUIREMENT FOR SUPPLIES, EQUIPMENT, AND SERVICES FOR INSTRUCTIONAL PROGRAM:

A1B.2.8.1. DETERMINES, OBTAINS, AND ALLOCATES SUPPLIES FOR INSTRUCTIONAL PROGRAM.

A1B.2.8.2. DETERMINES, OBTAINS, AND ALLOCATES EQUIPMENT FOR INSTRUCTIONAL PROGRAM.

A1B.2.8.3. PREPARES AND SUBMITS AF FORM 9, **REQUEST FOR PURCHASE**, FOR INSTRUCTIONAL SERVICE CONTRACT.

A1B.2.8.4. PREPARES AND MAINTAINS CALL REGISTER FOR INSTRUCTIONAL PROGRAM.

A1B.2.8.5. SCHEDULES/MONITORS REQUIRED SERVICE.

A1B.2.8.6. RECEIVES, CERTIFIES, AND SUBMITS INVOICE FOR RECEIPT OF SERVICE TO AFO.

A1B.2.9. DETERMINES SERVICE REQUIREMENT FOR NONINSTRUCTIONAL PROGRAM. (Includes CCAF advisor, test administrator, night monitor, equipment maintenance, assistant education service advisor, and other noninstructional program service):

A1B.2.9.1. PREPARES AND SUBMITS AF FORM 9 FOR NONINSTRUCTIONAL SERVICE CONTRACT.

A1B.2.9.2. PREPARES AND MAINTAINS CALL REGISTER FOR NONINSTRUCTIONAL PROGRAM.

A1B.2.9.3. SCHEDULES/MONITORS REQUIRED SERVICE.

A1B.2.9.4. RECEIVES, CERTIFIES, AND SUBMITS INVOICE FOR RECEIPT OF SERVICE TO AFO.

A1B.2.10. PERFORMS REIMBURSEMENT ACTION:

A1B.2.10.1. TRACKS INCOMPLETE GRADE UNTIL COMPLETION OF COURSE OR REIMBURSEMENT OF TA BY STUDENT.

A1B.2.10.2. COORDINATES WITH INSTITUTION.

A1B.2.10.3. IDENTIFIES STUDENT REQUIRING REFUND.

A1B.2.10.4. PREPARES AND SUSPENSES AF FORM 118.

A1B.2.10.5. PREPARES DD FORM 1131, **CASH COLLECTION VOUCHER**.

A1B.2.10.6. REFERS INDEBTED MEMBER TO AFO FOR COLLECTION.

A1B.2.10.7. PREPARES DD FORM 139, **PAYROLL DEDUCTION**.

A1B.2.10.8. FORWARDS TO AFO.

A1B.2.10.9. RECEIVES REFUND SOURCE DOCUMENT.

A1B.2.10.10. UPDATES AF FORM 616 FOR AUDIT TRAIL.
A1B.2.10.11. RECEIVES REFUND FROM ACADEMIC INSTITUTION AND PROCESSES.
A1B.2.11. PROCESSES AF FORM 118 FOR REQUEST OF TUITION ASSISTANCE WAIVER:
A1B.2.11.1. REVIEWS APPLICABLE DOCUMENTATION.
A1B.2.11.2. GRANTS OR DISAPPROVES WAIVER.
A1B.2.11.3. MAINTAINS REQUIRED FILES ON WAIVER REQUEST.
A1B.2.12. PREPARES AF FORM 63, **OFFICER ACTIVE DUTY SERVICE COMMITMENT (ADSC)**:
A1B.2.12.1. PREPARES AF FORM 63 AND SUSPENSES, UNTIL THE CLOSE OF THE TERM.
A1B.2.12.2. FORWARDS AF FORM 63 UPON COMPLETION OF COURSE TO CBPO.
A1B.2.13. ADMINISTERS SPOUSE TUITION ASSISTANCE PROGRAM.

A1B.3. PROVIDES COUNSELING:

A1B.3.1. ADMINISTERS GENERAL EDUCATION PROGRAM:
A1B.3.1.1. COUNSELS ON CAREER, BASIC ACADEMIC, AND CIVILIAN ON AND OFF-BASE POST-SECONDARY ACADEMIC PROGRAM.
A1B.3.1.2. PROVIDES BASIC COLLEGE INFORMATION.
A1B.3.1.3. ASSISTS IN ESTABLISHING ACADEMIC/VOCATIONAL GOALS.
A1B.3.1.4. PREPARES PROGRAM/DEGREE PLAN.
A1B.3.1.5. REVIEWS SOURCE DOCUMENT AND DETERMINES EDUCATION LEVEL.
A1B.3.1.6. ADMINISTERS AIR FORCE TESTING INITIATIVE.
A1B.3.2. ADMINISTERS COMMUNITY COLLEGE OF THE AIR FORCE (CCAF) PROGRAM:
A1B.3.2.1. SCHEDULES AND COUNSELS PERSONNEL ON CCAF PROGRAM.
A1B.3.2.2. PROVIDES INFORMATION NECESSARY TO REQUEST REQUIRED DOCUMENTATION FOR REGISTRATION OF PERSONNEL WITH CCAF.
A1B.3.2.3. FOLLOWS-UP WITH ANOTHER COUNSELING SESSION.
A1B.3.2.4. PREPARES AF FORM 968, **CCAF REGISTRATION APPLICATION**.
A1B.3.2.5. SUBMITS REQUIRED DOCUMENTATION TO CCAF FOR EVALUATION AND PREPARATION OF CCAF TRANSCRIPT.
A1B.3.2.6. ESTABLISHES AND MAINTAINS SUSPENSE OF REQUESTED DOCUMENTATION FOR RESCHEDULING OF FOLLOW-UP ON CCAF REGISTRATION.
A1B.3.2.7. RECEIVES AND EVALUATES REQUESTED DOCUMENTATION.
A1B.3.2.8. PROVIDES PERSONNEL WITH INFORMATION RELATIVE TO AVAILABILITY OF TESTING AND COLLEGE COURSES FOR COMPLETION OF CCAF DEGREE REQUIREMENT.
A1B.3.2.9. COUNSELS ON CCAF DEGREE INITIATIVE IN SUPPORT OF CCAF ACCREDITATION INITIATIVE.
A1B.3.3. BRIEFS ON EDUCATION SERVICES:
A1B.3.3.1. SCHEDULES AND CONDUCTS IN-PROCESSING EDUCATION SERVICES GROUP ORIENTATION BRIEFING.
A1B.3.3.2. SCHEDULES NEWLY ASSIGNED INDIVIDUAL FOR INITIAL COUNSELING AND COUNSELS NEWLY ASSIGNED INDIVIDUAL.
A1B.3.3.3. SCHEDULES AND CONDUCTS GROUP EDUCATION SERVICES BRIEFING. (Includes briefings initiated by the education services flight or by a specific unit).
A1B.3.4. ADVISES ON VETERAN'S ADMINISTRATION (VA) PROGRAM:
A1B.3.4.1. REVIEWS TRANSACTION REGISTER (TR) LISTING.
A1B.3.4.2. DETERMINES INDIVIDUAL'S PARTICIPATION STATUS.
A1B.3.4.3. REVIEWS CBPO UNIT PERSONNEL RECORD GROUP (UPRG).
A1B.3.4.4. DETERMINES INDIVIDUAL'S ELIGIBILITY.
A1B.3.4.5. CONTACTS INDIVIDUAL AND DETERMINES REQUIRED ACTION.
A1B.3.4.6. CONTACTS MAJCOM TO LOCATE DD FORM 2366, **VETERAN'S EDUCATIONAL ASSISTANCE ACT OF 1984 (MONTGOMERY GI BILL)**.
A1B.3.4.7. COUNSELS INDIVIDUAL.
A1B.3.4.8. PREPARES/PROCESSES DD FORM 2366.
A1B.3.4.9. RESEARCHES PARTICIPATION ERROR.

A1B.3.4.10. NOTIFIES AIR FORCE ACCOUNTING AND FINANCE CENTER OR LOCAL AFO (TO INITIATE OR STOP ENROLLMENT) OF MONTGOMERY GI BILL STATUS CODE.

A1B.3.4.11. PERFORMS PRESEPARATION BRIEFING.

A1B.3.4.12. PROVIDES VA FORMS TO PERSONNEL.

A1B.3.4.13. ADVISES PERSONNEL IN PREPARATION OF APPROPRIATE VA DOCUMENTS.

A1B.3.4.14. CERTIFIES DOCUMENT.

A1B.3.5. MAINTAINS EDUCATION SERVICES PUBLICITY PROGRAM. (Includes Education Services Program Handout, daily bulletin notice, news article, and annual consolidated brochure).

A1B.3.5.1. RESEARCHES, PREPARES, ASSEMBLES, AND DISTRIBUTES PUBLICITY MATERIAL.

A1B.3.5.2. COORDINATES WITH APPROPRIATE BASE AGENCY.

A1B.3.6. ADMINISTERS CORRESPONDENCE COURSE PROGRAM:

A1B.3.6.1. COUNSELS ON CORRESPONDENCE COURSE ELIGIBILITY.

A1B.3.6.2. ENROLLS OR PROVIDES PERSONNEL WITH APPLICATION FOR THE EXTENSION COURSE INSTITUTE (ECI) PROGRAM AND OTHER AVAILABLE ARMED SERVICES/DOD CORRESPONDENCE COURSES.

A1B.3.6.3. MAINTAINS RECORD OF ENROLLMENT.

A1B.3.7. ADMINISTERS ACADEMIC DEFERMENT PROGRAM:

A1B.3.7.1. COUNSELS ON EDUCATION DEFERMENT AAC 52.

A1B.3.7.2. RECEIVES AND EVALUATES REQUEST FOR DEFERMENT.

A1B.3.7.3. APPROVES/DISAPPROVES REQUEST.

A1B.3.7.4. FORWARDS APPROVED REQUEST FOR DEFERMENT TO MILITARY PERSONNEL FLIGHT (MPF).

A1B.3.7.5. REVIEWS AND VERIFIES AAC 52 DATA ON THE MPF DESIRE.

A1B.3.7.6. MONITORS STUDENT ACADEMIC PROGRESS DURING PERIOD OF DEFERMENT.

A1B.3.7.7. NOTIFIES CBPO TO REVOKE DEFERMENT.

A1B.3.8. COORDINATES CCAF GRADUATION CEREMONY:

A1B.3.8.1. CONTACTS INDIVIDUAL FOR CCAF GRADUATION CEREMONY.

A1B.3.8.2. RECEIVES AND VERIFIES CCAF DIPLOMA.

A1B.3.8.3. ARRANGES FOR FACILITY, SPEAKER, PHOTOGRAPHER, REFRESHMENTS, AND PUBLICATION OF INVITATIONS AND PROGRAMS.

A1B.3.8.4. NOTIFIES APPROPRIATE PERSONNEL FOR ATTENDANCE AT GRADUATION CEREMONY.

A1B.3.8.5. PREPARES NEWS ARTICLE.

A1B.3.8.6. ADMINISTERS EAGLE PROGRAM AWARD.

A1B.3.9. ADMINISTERS AIRMAN EDUCATION AND COMMISSIONING PROGRAM (AECF):

A1B.3.9.1. COUNSELS ON AECF.

A1B.3.9.2. SCHEDULES PERSONNEL FOR AIR FORCE OFFICER QUALIFICATION TEST (AFOQT), COLLEGE-LEVEL ENTRY PLACEMENT (CLEP) TEST, AND OTHER ENTRANCE EXAMS.

A1B.3.9.3. NOTIFIES INDIVIDUAL.

A1B.3.9.4. OBTAINS, REVIEWS, AND PROCESSES DOCUMENTATION FOR AFIT LETTER OF ACADEMIC ELIGIBILITY AND FORWARDS TO AFIT.

A1B.3.9.5. REVIEWS LETTER OF ACADEMIC ELIGIBILITY.

A1B.3.9.6. OBTAINS AND PROCESSES DOCUMENTATION FOR FORMAL AECF APPLICATION.

A1B.3.9.7. FORWARDS TO AFIT.

A1B.3.9.8. ASSISTS SELECTED CANDIDATE FOR ENTRY INTO ACADEMIC PHASE OF AECF.

A1B.3.9.9. SCHEDULES CANDIDATE FOR MEDICAL EXAMINATION.

A1B.3.10. ADMINISTERS AIR FORCE RESERVE OFFICER TRAINING CORP (AFROTC) COMMISSIONING PROGRAM (AIRMAN SCHOLARSHIP AND COMMISSIONING PROGRAM (ASCP) AND PROFESSIONAL OFFICER CORP (POC)):

A1B.3.10.1. COUNSELS ON AFROTC-ASCP AND POC PROGRAM.

A1B.3.10.2. SCHEDULES TEST REQUIRED FOR APPLICATION OF AFROTC-ASCP AND POC.

A1B.3.10.3. PROCESSES DOCUMENTATION FOR ASCP LETTER OF ACADEMIC ELIGIBILITY.

A1B.3.10.4. REVIEWS LETTER OF ACADEMIC ELIGIBILITY.

A1B.3.10.5. SCHEDULES OFFICER INTERVIEW BOARD.

A1B.3.10.6. PROCESSES DOCUMENTATION FOR APPLICATION OF ASCP.

- A1B.3.10.7. FORWARDS TO AFROTC.
- A1B.3.10.8. PROCESSES DOCUMENTATION FOR APPLICATION TO INSTITUTION.
- A1B.3.10.9. ASSISTS STUDENT TO OBTAIN ACADEMIC EVALUATION AND ADMISSION.
- A1B.3.10.10. ASSISTS SELECTED CANDIDATE FOR ENTRY INTO ACADEMIC PHASE OF ASCP.
- A1B.3.10.11. SCHEDULES CANDIDATE FOR MEDICAL EXAMINATION.
- A1B.3.10.12. INFORMS MPF TO INPUT OR REMOVE ASCP AND POC ASSIGNMENT AVAILABILITY CODE 05.
- A1B.3.10.13. MONITORS 05 LISTING.
- A1B.3.11. COUNSELS ON OTHER COMMISSIONING PROGRAM. (Includes Air Force Academy (AFA), Academy Preparatory School, Officer Training School (OTS), and Direct Appointment Program (medical and judge advocate)).
- A1B.3.12. ADMINISTERS OFFICER TRAINING SCHOOL, USAF (OTS, USAF) PROCESS (AIRMAN WITH COLLEGE DEGREE ONLY):
 - A1B.3.12.1. RESEARCHES APPLICABLE DIRECTIVE, PERSONNEL RECORD, AND OTHER DOCUMENTATION FOR ELIGIBILITY.
 - A1B.3.12.2. PREPARES AF FORM 56, **APPLICATION FOR TRAINING LEADING TO A COMMISSION IN THE US AIR FORCE**.
 - A1B.3.12.3. COLLECTS SUPPORTING DOCUMENTATION.
 - A1B.3.12.4. FORWARDS COMPLETE PACKAGE TO APPROPRIATE AGENCY.
 - A1B.3.12.5. NOTIFIES INDIVIDUAL BY LETTER OF APPROVAL/DISAPPROVAL.
 - A1B.3.12.6. DISTRIBUTES APPROVED APPLICATION TO APPROPRIATE AGENCY.
- A1B.3.13. ADMINISTERS BOOTSTRAP TDY PROGRAM:
 - A1B.3.13.1. SCHEDULES AND COUNSELS PERSONNEL ON OPERATION BOOTSTRAP PROGRAM.
 - A1B.3.13.2. OBTAINS DOCUMENTATION FOR PERMISSIVE TDY REQUEST.
 - A1B.3.13.3. REVIEWS DOCUMENTATION FOR ACCURACY.
 - A1B.3.13.4. PERFORMS ACADEMIC EVALUATION.
 - A1B.3.13.5. PROVIDES MPF BEGINNING AND ENDING DATES OF PROGRAM STUDY PERIOD.
 - A1B.3.13.6. PROCESSES AF FORM 204, **PERMISSIVE TDY REQUEST - OPERATION BOOTSTRAP**.
 - A1B.3.13.7. ACCOMPLISHES PRE-TDY BRIEFING.
 - A1B.3.13.8. MONITORS ENROLLMENT AND COURSE/TERM GRADE.
 - A1B.3.13.9. NOTIFIES APPROPRIATE MAJCOM/SOA OF FAILURES.
 - A1B.3.13.10. ACCOMPLISHES POST-TDY BRIEFING.
 - A1B.3.13.11. RECEIVES FINAL TRANSCRIPT AND DETERMINES EDUCATION LEVEL.
- A1B.3.14. ADMINISTERS AIR COMMAND AND STAFF COLLEGE (ACSC) SEMINAR:
 - A1B.3.14.1. RECEIVES AND REVIEWS LIST OF ELIGIBLE PERSONNEL.
 - A1B.3.14.2. RECRUITS ELIGIBLE PERSONNEL TO DETERMINE STUDENT PARTICIPATION.
 - A1B.3.14.3. COUNSELS ELIGIBLE PERSONNEL.
 - A1B.3.14.4. PREPARES/SUBMITS ACSC ENROLLMENT DOCUMENTATION TO AU.
 - A1B.3.14.5. ISSUES ACSC TEXT MATERIAL TO ENROLLED PERSONNEL.
 - A1B.3.14.6. SCHEDULES ACSC ORIENTATION BRIEFING.
 - A1B.3.14.7. BRIEFS RESPONSIBILITIES TO SENIOR RANKING OFFICER AND SEMINAR LEADER.
 - A1B.3.14.8. SCHEDULES ORGANIZATIONAL MEETING.
 - A1B.3.14.9. COORDINATES LOCATION (INCLUDES LOCATIONS OF SEMINARS AF-WIDE), TIME AND DATE OF ACSC SEMINAR.
 - A1B.3.14.10. MONITORS EQUIPMENT AND ACSC MATERIAL.
 - A1B.3.14.11. MONITORS SEMINAR PROGRESS.
- A1B.3.15. ADMINISTERS AIR WAR COLLEGE (AWC) SEMINAR:
 - A1B.3.15.1. RECEIVES AND REVIEWS LIST OF ELIGIBLE PERSONNEL.
 - A1B.3.15.2. RECRUITS ELIGIBLE PERSONNEL TO DETERMINE STUDENT PARTICIPATION.
 - A1B.3.15.3. COUNSELS ELIGIBLE PERSONNEL.
 - A1B.3.15.4. PREPARES/SUBMITS AWC ENROLLMENT DOCUMENTATION TO AU.
 - A1B.3.15.5. ISSUES AWC TEXT MATERIAL TO ENROLLED PERSONNEL.
 - A1B.3.15.6. SCHEDULES AWC ORIENTATION BRIEFING.
 - A1B.3.15.7. BRIEFS RESPONSIBILITIES TO SENIOR RANKING OFFICER AND SEMINAR LEADER.

A1B.3.15.8. SCHEDULES ORGANIZATIONAL MEETING.
A1B.3.15.9. COORDINATES LOCATION (INCLUDES LOCATION OF SEMINARS AF-WIDE), TIME AND DATE OF AWC SEMINAR.
A1B.3.15.10. MONITORS EQUIPMENT AND AWC MATERIAL.
A1B.3.15.11. MONITORS SEMINAR PROGRESS.
A1B.3.16. IDENTIFIES AND RESOLVES DISCREPANCY OF OFFICER EDUCATION LEVEL:
A1B.3.16.1. RECEIVES AND REVIEWS TRANSACTION REGISTER.
A1B.3.16.2. CONTACTS OFFICER.
A1B.3.16.3. FOLLOWS UP WITH APPROPRIATE AGENCY.
A1B.3.17. ADMINISTERS OFFICER AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) PROGRAM:
A1B.3.17.1. COUNSELS ON AFIT DEGREE PROGRAM OPTIONS AS DESCRIBED IN AFCAT 36-2223, *USAF FORMAL SCHOOLS*, Chapter 4.
A1B.3.17.2. ASSISTS WITH APPLICATION.
A1B.3.17.3. OBTAINS TEST SCORES.
A1B.3.17.4. FORWARDS TO AFIT.
A1B.3.18. MAINTAINS EDUCATIONAL PUBLICITY MATERIAL. Receives, posts, distributes, and destroys publicity material received from other organizations.

A1B.4. PROVIDES CUSTOMER SERVICE:

A1B.4.1. RESEARCHES AND ANSWERS INQUIRY REGARDING EDUCATIONAL PROGRAM, PRESCRIBING DIRECTIVE, OR POLICY PROBLEM:
A1B.4.1.1. RESEARCHES AND ANSWERS TELEPHONE INQUIRY.
A1B.4.1.2. RESEARCHES AND ANSWERS WRITTEN INQUIRY.
A1B.4.1.3. RESEARCHES AND ANSWERS WALK-IN INQUIRY.
A1B.4.2. SCHEDULES APPOINTMENT:
A1B.4.2.1. OBTAINS STUDENT EDUCATION SERVICES RECORD.
A1B.4.2.2. SCHEDULES APPOINTMENT.
A1B.4.2.3. REFERS CUSTOMER TO APPROPRIATE EDUCATION SERVICES SECTION.
A1B.4.3. MANAGES CLASSROOM FACILITY:
A1B.4.3.1. SCHEDULES/COORDINATES USAGE OF CLASSROOM.
A1B.4.3.2. VERIFIES INSTRUCTIONAL EQUIPMENT AND SUPPLIES ARE AVAILABLE IN THE CLASSROOM.
A1B.4.3.3. OPENS CLASSROOM.
A1B.4.3.4. SECURES CLASSROOM.
A1B.4.3.5. INSPECTS CLASSROOM FOR CLEANLINESS.
A1B.4.4. ASSISTS WITH ORDERING TRANSCRIPT FROM INSTITUTION:
A1B.4.4.1. PROVIDES FORM LETTER.
A1B.4.4.2. ASSISTS WITH OBTAINING ADDRESS.
A1B.4.4.3. NOTIFIES STUDENT UPON RECEIPT OF TRANSCRIPT.

A1B.5. MANAGES TESTING PROGRAM:

A1B.5.1. MONITORS TEST REQUIREMENT:
A1B.5.1.1. REVIEWS AND DETERMINES LOCAL TEST STOCKING REQUIREMENT.
A1B.5.1.2. ORDERS TEST AND TEST MATERIAL.
A1B.5.1.3. RECEIVES, INVENTORIES, AND STORES CONTROLLED TESTS. (Includes DANTES Tests--DSST, CLEP, SAT--, ECI tests, and other tests--GED, Miller Analogy Test (MAT), ACT-PEP, and ACT.)
A1B.5.2. INSTRUCTS TEST EXAMINER:
A1B.5.2.1. PERFORMS INITIAL INSTRUCTION.
A1B.5.2.2. PERFORMS INSTRUCTION OF NEW POLICY OR NEW TEST INSTRUCTION.
A1B.5.2.3. ADMINISTERS TEST CONTROL OFFICER OR TCO TEST TO EXAMINERS AND ALL TESTING PERSONNEL.
A1B.5.3. SIGNS ANSWER SHEET. Receives, reviews, and signs answer sheet and other related test material.
A1B.5.4. PREPARES AND MAILES TEST MATERIAL TO APPROPRIATE AGENCY.

A1B.5.5. PREPARES REPORT OF LOSS OR COMPROMISE OF CONTROLLED TEST ITEM AND FORWARDS REPORT TO APPROPRIATE AGENCY.

A1B.5.6. PREPARES TEST IRREGULARITY REPORT:

A1B.5.6.1. PREPARES REPORT OF INTERRUPTION OF NORMAL TESTING PROCEDURES.

A1B.5.6.2. FORWARDS REPORT TO APPROPRIATE AGENCY.

A1B.5.7. CONDUCTS WEEKLY DANTES TEST INVENTORY:

A1B.5.7.1. CONDUCTS WEEKLY INVENTORY OF DANTES TEST MATERIAL DESIGNATED CONTROLLED ITEMS.

A1B.5.7.2. ANNOTATES DD FORM 1996.

A1B.5.8. CONDUCTS QUARTERLY DANTES TEST INVENTORY. Conducts quarterly DANTES test inventory and submits form 1560/12 to DANTES and MAJCOM.

A1B.5.9. CONDUCTS MONTHLY ECI TEST INVENTORY.

A1B.5.10. COORDINATES DANTES ANNUAL FACILITY REVIEW:

A1B.5.10.1. ARRANGES FOR ANNUAL INSPECTION.

A1B.5.10.2. INSTRUCTS DANTES ANNUAL FACILITY TEST INSPECTOR.

A1B.5.10.3. ASSISTS IN REVIEW.

A1B.5.11. DESTROYS TEST MATERIAL.

A1B.5.12. ADMINISTERS UNSCHEDULED TESTS AND TYPING, READING, AND TELETYPE TEST.

A1B.5.13. RETURNS DAMAGED, UNUSED, OR OUTDATED CONTROLLED TEST TO APPROPRIATE AGENCY.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Education Services Flight/16E1			263.510 - 3414.875								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Personnel	36P3	MAJ									
Personnel	36P3	CAPT	1	1	1	1	1	1	1	1	1
Ed & Tng Supt	3S291	SMS				1	1	1	1	1	1
Ed & Tng Craftsman	3S271	MSG					1	1	1	1	1
Ed & Tng Craftsman	3S271	TSG	1	1	1	1	1	1	1	2	2
Ed & Tng Journeyman	3S231	SSG		1	1	1	1	1	1	1	2
Ed & Tng Journeyman	3S231	SRA			1	1		1	1	1	1
Ed & Tng Journeyman	3S231	A1C							1	1	1
Info Mgt Journeyman	3A051	SRA					1	1	1	1	1
TOTAL			2	3	4	5	6	7	8	9	10
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Personnel	36P3	MAJ			1	1	1	1	1		
Personnel	36P3	CAPT	1	1							
Ed & Tng Supt	3S291	SMS	2	2	2	2	2	2	2		
Ed & Tng Craftsman	3S271	MSG	1	2	2	2	2	2	2		
Ed & Tng Craftsman	3S271	TSG	2	2	2	3	3	3	3		
Ed & Tng Journeyman	3S231	SSG	2	2	2	2	3	3	3		
Ed & Tng Journeyman	3S231	SRA	1	1	2	2	2	2	2		
Ed & Tng Journeyman	3S231	A1C	1	1	1	1	1	2	2		
Info Mgt Journeyman	3A051	SRA	1	1	1	1	1	1	2		
TOTAL			11	12	13	14	15	16	17		

AF Form 1113, JUN 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.

VARIANCES

EDUCATION SERVICES FLIGHT

A3.1. Title. Positive Mission Variance for Authorized Army, Navy, Marine, and Coast Guard Active Duty Nonstudent Military Members.

A3.1.1 Definition. Provides support to Army, Navy, Marine, and Coast Guard active duty nonstudent military member; Title 10 Army, Navy, Marine, or Coast Guard Reserve active duty nonstudent member; and Title 32 Army National Guard active duty nonstudent member authorized to a location under the jurisdiction of an Education Services Flight with whom the sister service unit has consummated an Inter-Service Support Agreement. Obtain count from local records.

A3.1.2. Authority. AFI 36-2306, *Inter-Service Support Agreement*.

A3.1.3. Impact and Applicability:

COMMAND	BASE	FRACTIONAL MANPOWER
ACC	Cannon	.002
ACC	Davis Monthan	.005
ACC	Holloman	.032
ACC	Langley	.033
ACC	Mt Home	.180
ACC	Offutt	.330
ACC	Seymour Johnson	.120
ACC	Shaw	.003
AETC	Goodfellow	.382
AETC	Keesler	.019
AETC	Lackland	.365
AETC	Laughlin	.002
AETC	Little Rock	1.629
AETC	Maxwell	1.078
AETC	Randolph	.072
AETC	Luke	.369
AETC	Sheppard	.178
AETC	Tyndall	.050
AETC	Vance	.008
AFMC	Edwards	.021
AFMC	Eglin	.145
AFMC	Hanscom	.107
AFMC	Hill	.309
AFMC	Kelly	.546
AFMC	Kirtland	.162
AFMC	Los Angeles	.151
AFMC	McClellan	.201
AFMC	Tinker	1.208
AFMC	Wright Patterson	.249
AFSPC	Patrick	.652
AFSPC	Peterson	.428
AFSPC	Vandenberg	.321

AMC	Andrews	1.238
AMC	Charleston	.225
AMC	MacDill	1.585
AMC	McChord	.010
AMC	McGuire	.011
AMC	Pope	.330
AMC	Scott	.105
AMC	Travis	.020
PACAF	Elmendorf	.504
PACAF	Yokota	.251
USAF	USAF Academy	.021
USAFE	Alconbury	.116
USAFE	Aviano	.400
USAFE	Bitburg	.867
USAFE	Incirlik	.033
USAFE	Lakenheath	.036
USAFE	Ramstein	.918
USAFE	Rhein Main	.306
USAFE	Sembach	.006

A3.1.4. **Source.** Obtain variance fractional manpower by multiplying other service population by "b" value (.1636) of standard equation, divide by current wing MAF and overload factor, and add to core manpower.

NOTE: Variance must be recalculated each time a reapplication is done. FOR MACDILL ONLY. Support for Coast Guard is 40% (per instructions from HQ ACC/XPMM, 16 Mar 92).

A3.2. Title. Positive Mission Variance for Education Services Support to School of Health Care Sciences (SHCS).

A3.2.1. **Definition.** Provides support to technical school student for enrollment in degree program at School of Health Care Sciences (SHCS).

A3.2.2. **Source.** A manpower study completed in 1986 by the Sheppard Management Engineering Team. Obtain workload data from local records.

A3.2.3. **Impact:**

COMMAND	BASE	FRACTIONAL MANPOWER
AETC	Sheppard	.309

(Equation: $Y = (.2883X1 + .7609X2 + .07840X3)(1.193)$;

X1 = A SHCS Enlisted PCS/TDY Student Eligible
For a Degree Program

X2 = A SHCS Student Enrolled in a Degree Program

X3 = A Military Indoctrination for Medical
Services Officer (MIMSO) Officer Serviced)

A3.2.4. **Applicability.** Applies to Sheppard AFB only.

A3.3. Title. Positive Environmental Variance for Administration of Dependent School Transportation for Area School for Support of Military Personnel.

A3.3.1. **Definition.** Provides support and administration of dependent school transportation of approximately 1,400 students that reside on Bolling AFB, and who are bused to 30 schools--public schools in Washington DC and private schools in Maryland, Virginia, and Washington DC. This includes monitoring and modifying a million-dollar busing contract, conducting yearly assessment of services needed, establishing bus routes, accepting enrollment and maintaining data base of all enrollments, monitoring housing lists to ensure only those students living on base are using the school transportation, and overseeing conduct of students on buses.

A3.3.2. **Authority.** DOD 4500.36.-R and AFDWR 77-1, AFDW's Program for Busing of School Children.

A3.3.3. **Impact:**

COMMAND	BASE	FRACTIONAL MANPOWER
AFDW	Bolling	1.000

A3.3.4. **Applicability.** Applies to Bolling AFB only.

A3.4. Title. Positive Mission Variance for CCAF Instructor Accreditation Requirement.

A3.4.1. **Definition.** Southern and North Central Associations of Colleges and Schools (SACS) imposed a requirement for full compliance with academic requirements to ensure accreditation for the CCAF. Instructors (enlisted and civilian) teaching degree applicable courses must be supported with counseling, testing, and funding for tuition, fees, and books. Participation goal is 100 percent.

A3.4.2. **Authority.** AETC Program Plan 3-90.

A3.4.3. **Impact and Applicability:**

COMMAND	BASE	FRACTIONAL MANPOWER
AFMC	Hill	.156
AFMC	Wright-Patterson	.124
AFMC	Kirtland	.373
AFSOC	Hurlburt Field	.100
AMC	Grand Forks	.017
AMC	Andrews	.026
AMC	McGuire	.083
AMC	Travis	.124
AETC	Altus	.373
AETC	Columbus	.004
AETC	Goodfellow	.203
AETC	Keesler	.433
AETC	Lackland	.199
AETC	Laughlin	.004
AETC	Little Rock	.261
AETC	Randolph	.004
AETC	Sheppard	.763

A3.5. Title. Positive Mission Variance for Travel to Geographically Separated Unit (GSU).

A3.5.1. **Definition.** Travels to GSU to provide educational support to personnel located at GSU.

A3.5.2. **Impact and Applicability:**

COMMAND	BASE	FRACTIONAL MANPOWER
ACC	Ellsworth	.117
ACC	Keflavik	.005
ACC	Langley	.017
ACC	Mt Home	.017
ACC	Offutt	.033
AETC	Luke	.014
AETC	Little Rock	.100
AETC	Maxwell	.180
AETC	Randolph	.033
AFDW	Bolling	.112
AFMC	Eglin	.050
AFMC	Hanscom	.124
AFMC	Hill	.037
AFMC	Los Angeles	.093
AFMC	McClellan	.066
AFMC	Robins	.187
AFMC	Wright-Patterson	.075
AMC	Andrews	.006
AMC	Charleston	.012
AMC	Dover	.050
AMC	MacDill	.006
AMC	McChord	.016
AMC	McGuire	.042
AMC	Pope	.040
AMC	Scott	.037
PACAF	Eielson	.030
PACAF	Elmendorf	.033
PACAF	Hickam	.009
PACAF	Osan	.062
USAFE	Alconbury	.004
USAFE	Aviano	.033
USAFE	Incirlik	.062
USAFE	Lakenheath	.003
USAFE	Ramstein	.041
USAFE	Sembach	.028
USAFE	Spangdahlem	.007

NOTE. Core provides for support of GSUs. It does not provide for travel time.

A3.6. Title. Positive Mission Variance for 9th Air Force's United States Central Command Air Forces (USCENTAF) (Southwest Asia).

A3.6.1. **Definition.** Provides support to personnel in the 9th Air Force's USCENTAF (Southwest Asia) unit.

A3.6.2. **Authority.** Host Tenant Support Agreement.

A3.6.3. **Impact:**

COMMAND	BASE	FRACTIONAL MANPOWER
ACC	Shaw	.280

A3.6.4. **Applicability.** Applies to Shaw AFB only.

A3.7. Title. Positive Mission Variance for Support of Air War College (AWC) and Air Command Staff College (ACSC).

A3.7.1. **Definition.** Provides support to AWC and ACSC students. These students are considered permanent party, but they are not counted as part of the workload factor.

A3.7.2. **Authority.** AF/DPPE and AU/CAE.

A3.7.3. **Impact:**

COMMAND	BASE	FRACTIONAL MANPOWER
AETC	Maxwell	.729

A3.7.4. **Applicability.** Maxwell AFB only.

A3.8. Title. Positive Environmental Variance for Foreign National Man-hour Availability Factor (MAF).

A3.8.1. **Definition.** Overseas locations using foreign nationals (FN) in lieu of US civilians or military personnel have a much lower availability factor than 163.17. Each FN MAF is adjusted according to the current Status of Forces Agreement (SOFA).

A3.8.2. **Authority.** AFMAN 38-208 and SOFA.

A3.8.3. **Impact.** Fractional manpower earned by determinant X 163.17/FN MAF.

A3.8.4. **Applicability.** Applies to USAFE and PACAF bases.

A3.9. Title. Positive Mission Support for Support of TDY Personnel in Panama.

A3.9.1. **Definition.** Provides counseling and testing to personnel TDY to Howard AFB.

A3.9.2. **Authority.** AF/DPPE.

A3.9.3. **Impact:**

COMMAND	BASE	FRACTIONAL MANPOWER
ACC	Howard	.071

A3.9.4. **Applicability.** Applies to Howard AFB only.**A3.10. Title.** Positive Mission Variance for Education Services Flights with an On-the-Job Training Element.

A3.10.1. Definition and Applicability. This variance applies to active duty Education Services Flights which have transferred the OJT Element from the Military Personnel Flight to a consolidated education and training office concept.

A3.10.2. Application Instructions. Determine authorized E1 through E6 enlisted population serviced. Apply this total to the manpower table below to determine manpower requirements.

**E1 THROUGH E6
POPULATION
SERVICED**

	AFSC	TITLE	GRADE	REQ
200 – 1899	3S271	Education Trng Cman	TSG	1
			TOTAL	1
1900 – 3499	3S271	Education Trng Cman	MSG	1
	3S231	Education Trng Jman	SSG	1
	(No five skill level)		TOTAL	2
3500 – 5599	3S271	Education Trng Cman	MSG	1
	3S231	Education Trng Jman	SSG	2
	(No five skill level)		TOTAL	3
5600 – 9000	3S291	Education Trng Sup	SMS	1
	3S271	Education Trng Cman	TSG	1
	3S231	Education Trng Cman	SSG	2
	(No five skill level)		TOTAL	4

A3.10.3. Source of Workload Factor Count. Obtain the authorized E1 through E6 population serviced from the base manpower data system (BMDS), File Part A—excluding contract man-year equivalents. Select only records with manpower type (MNT) code X??X? and the CBPO number (CBP) for the host base.

A3.10.4. VARIANCE 10 PROCESS SUMMARY:**A3.10.4.1. PREPARES FOR TRAINING PROGRAM ASSISTANCE VISIT:****A3.10.4.1.1. SCHEDULES ASSISTANCE VISIT.****A3.10.4.1.2. MAKES PREVISIT PREPARATIONS.****A3.10.4.2. PERFORMS TRAINING PROGRAM ASSISTANCE VISIT:****A3.10.4.2.1. INTERVIEWS SUBJECT MATTER SPECIALIST.**

- A3.10.4.2.2. IDENTIFIES DAY-TO-DAY WORK REQUIREMENT.
- A3.10.4.2.3. RESEARCHES APPLICABLE DIRECTIVE.
- A3.10.4.2.4. REVIEWS MISSION STATEMENT.
- A3.10.4.2.5. DEVELOPS QUESTIONNAIRE TO ASSESS REQUIREMENT.
- A3.10.4.2.6. REVIEWS PAST PRODUCTION RECORD.
- A3.10.4.2.7. REVIEWS APPLICABLE TRAINING STANDARD.
- A3.10.4.2.8. IDENTIFIES SPECIAL WORK REQUIREMENT.
- A3.10.4.2.9. REVIEWS MANDATORY AFSC REQUIREMENT.
- A3.10.4.3. ASSESSES FINDINGS:
 - A3.10.4.3.1. DEFINES PROBLEM.
 - A3.10.4.3.2. DETERMINES CAUSE OF PROBLEM.
 - A3.10.4.3.3. DEVELOPS SOLUTION AND RECOMMENDATION.
- A3.10.4.4. MONITORS TRAINING CAPABILITY:
 - A3.10.4.4.1. IDENTIFIES RECURRING TRAINING REQUIREMENT.
 - A3.10.4.4.2. REVIEWS UNIT MANPOWER DOCUMENT (UMD)/UNIT PERSONNEL MANNING ROSTER (UPMR).
 - A3.10.4.4.3. REVIEWS STAFF ASSISTANCE/INSPECTION REPORT.
- A3.10.4.5. DEFINES WORK CENTER/INDIVIDUAL TRAINING REQUIREMENT:
 - A3.10.4.5.1. REVIEWS TRAINING STANDARD TO SUPPORT THE MISSION.
 - A3.10.4.5.2. REVIEWS SPECIALTY TRAINING STANDARD (STS)/JOB QUALIFICATION STANDARD (JQS) TO IDENTIFY TRAINING NEED.
 - A3.10.4.5.3. REVIEWS INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) WARTIME JOB DESCRIPTION.
 - A3.10.4.5.4. REVIEWS PERSONNEL GAIN/LOSS.
 - A3.10.4.5.5. IDENTIFIES NEED FOR JOB ROTATION.
- A3.10.4.6. IDENTIFIES TRAINING CAPACITY:
 - A3.10.4.6.1. ASSISTS SUPERVISOR IN SELECTING TRAINER.
 - A3.10.4.6.2. SCHEDULES TRAINING TIME.
- A3.10.4.7. DEVELOPS TRAINING OBJECTIVE AND MEASUREMENT DEVICES:
 - A3.10.4.7.1. IDENTIFIES REQUIREMENT.
 - A3.10.4.7.2. DETERMINES HOW OBJECTIVE WILL BE MET (KNOWLEDGE TEST OR PERFORMANCE TEST).
 - A3.10.4.7.3. DEVELOPS MEASUREMENT DEVICE (WRITTEN/ORAL EXAMINATION OR PERFORMANCE CHECKLIST/TEST).
- A3.10.4.8. DETERMINES WORK CENTER TRAINING METHOD:
 - A3.10.4.8.1. PRIORITIZES TRAINING.
 - A3.10.4.8.2. PLANS CONCURRENT KNOWLEDGE TRAINING.
 - A3.10.4.8.3. SELECTS TRAINING METHOD (LECTURE, COACH/PUPIL, DEMONSTRATION/PERFORMANCE, COMPUTER ASSISTED, QUALIFICATION TRAINING PACKAGE).
 - A3.10.4.8.4. DEVELOPS LESSON PLAN.
 - A3.10.4.8.5. DEVELOPS TASK BREAKDOWN.
 - A3.10.4.8.6. DETERMINES EQUIPMENT NEED.
 - A3.10.4.8.7. DEVELOPS TEACHING AID.
 - A3.10.4.8.8. SCHEDULES TRAINING.
 - A3.10.4.8.9. DETERMINES WHETHER TRAINING MATERIAL MEETS NEED AND REVISES PLAN/MATERIAL, AS NEEDED.
- A3.10.4.9. DEVELOPS INSTRUCTION:
 - A3.10.4.9.1. DEVELOPS WORKBOOK.
 - A3.10.4.9.2. DEVELOPS HANDOUT.
- A3.10.4.10. CONDUCTS TRAINING.
- A3.10.4.11. EVALUATES WORK CENTER TRAINING:
 - A3.10.4.11.1. CONDUCTS TASK EVALUATION.
 - A3.10.4.11.2. REVIEWS WORK CENTER TRAINING PROGRAM.
- A3.10.4.12. OUTBRIEFS OFFICIAL:
 - A3.10.4.12.1. ADVISES UNIT ON WAY TO IMPROVE TRAINING PROGRAM AND ELIMINATE PROBLEM.

- A3.10.4.12.2. ELEVATES UNRESOLVED ISSUE TO APPROPRIATE PERSONNEL.
- A3.10.4.13. PREPARES AND FORWARDS SUMMARY OF FINDINGS.
- A3.10.4.14. ASSISTS UNIT WITH CORRECTIVE ACTION.
- A3.10.4.15. DETERMINES NEED FOR TRAINING ASSISTANCE FROM OUTSIDE AGENCIES.
- A3.10.4.16. ADVISES INSPECTION AND EVALUATION AGENCY OF EFFECTIVE TRAINING EVALUATION METHOD.
- A3.10.4.17. IDENTIFIES AND DETERMINES APPLICABILITY OF TRAINING SOURCE.
- A3.10.4.18. CONDUCTS EXTERNAL ANALYSIS OF TRAINING PROGRAM:
 - A3.10.4.18.1. ANALYZES TRAINING DATA FOR TREND.
 - A3.10.4.18.2. ADVISES APPROPRIATE PERSONNEL OF PROGRAM STATUS.
 - A3.10.4.18.3. RECOMMENDS IMPROVEMENT/CORRECTIVE ACTION.
- A3.10.4.19. MANAGES ANNUAL MAJCOM FUNCTIONAL AREA (751XX) COURSE SCREENING:
 - A3.10.4.19.1. REQUESTS QUOTA/BACKLOG FROM UNIT.
 - A3.10.4.19.2. CONSOLIDATES REQUIREMENT AND FORWARDS TO MAJCOM.
- A3.10.4.20. BRIEFS TRAINING MANAGER ON RESPONSIBILITY TO IDENTIFY TRAINING NEED, SCHEDULE TRAINING, CONDUCT TRAINING, DOCUMENT TRAINING, AND INFORM SUPERVISOR ON TRAINING PROGRESS.
- A3.10.4.21. MANAGES MANDATORY CDC EXAMINATION TEST CONTROL OFFICE:
 - A3.10.4.21.1. MAINTAINS TEST CONTROL LOG.
 - A3.10.4.21.2. RECEIVES, LOGS, AND SECURES CDC EXAMINATION.
 - A3.10.4.21.3. SCHEDULES COURSE EXAMINATION.
 - A3.10.4.21.4. CHECKS TEST FACILITY FOR PROPER ENVIRONMENT.
 - A3.10.4.21.5. ADMINISTERS COURSE EXAMINATION.
 - A3.10.4.21.6. PROCESSES ANSWER SHEET.
 - A3.10.4.21.7. RECEIVES TEST RESULT.
 - A3.10.4.21.8. DESTROYS TESTING MATERIAL.
 - A3.10.4.21.9. FORWARDS TEST RESULT.
 - A3.10.4.21.10. CONDUCTS TEST INVENTORY.
 - A3.10.4.21.11. FORWARDS CDC EXAMINATION TO GAINING TEST OFFICIAL.
 - A3.10.4.21.12. REQUESTS CDC EXTENSION.
- A3.10.4.22. MANAGES THE ENLISTED SPECIALTY TRAINING (EST) PROGRAM:
 - A3.10.4.22.1. COORDINATES TRAINING SUPPORT ACROSS THE BASE AND WITH HIGHER HEADQUARTERS.
 - A3.10.4.22.2. COORDINATES QUALIFIED TRAINER AND EVALUATOR REQUIREMENT BETWEEN UNITS.
 - A3.10.4.22.3. ASSISTS IN RESOLVING PROBLEM ASSOCIATED WITH EST.
 - A3.10.4.22.4. FORWARDS UNRESOLVED ISSUE TO INSTALLATION COMMANDER OR MAJCOM TRAINING MANAGER.
 - A3.10.4.22.5. DEVELOPS AND COORDINATES EST POLICY AND PROGRAM CHANGE WITH THE INSTALLATION COMMANDER, SUPPORTED UNIT, AND MAJCOM TRAINING MANAGER.
 - A3.10.4.22.6. ASSISTS UNIT IN ESTABLISHING EFFECTIVE EST PROGRAM.
 - A3.10.4.22.7. PROVIDES FEEDBACK TO MAJCOM TRAINING MANAGER.
- A3.10.4.23. MANAGES BASE ANCILLARY TRAINING PROGRAM:
 - A3.10.4.23.1. PROVIDES GUIDANCE AND ASSISTANCE TO BASE-LEVEL TRAINING AGENCY IN DEVELOPING ANCILLARY TRAINING PROGRAM.
 - A3.10.4.23.2. REVIEWS UNIT ANCILLARY TRAINING PROCEDURE.
- A3.10.4.24. MANAGES THE TRAINING FEEDBACK SYSTEM:
 - A3.10.4.24.1. PROVIDES INFORMATION AND GUIDANCE IN PREPARATION OF THE TRAINING QUALITY REPORT (AF FORM 1284, **TRAINING QUALITY REPORT (TQR)**).
 - A3.10.4.24.2. REVIEWS AND DISTRIBUTES TRAINING QUALITY REPORT.
 - A3.10.4.24.3. PROCESSES GRADUATE EVALUATION QUESTIONNAIRE.
- A3.10.4.25. REVIEWS TRAINING PUBLICATION AND SUPPLEMENT:
 - A3.10.4.25.1. PROVIDES RECOMMENDATION TO APPROPRIATE TRAINING MANAGER FOR USAF/MAJCOM PUBLICATION.
 - A3.10.4.25.2. COORDINATES ON BASE-LEVEL PUBLICATION AND SUPPLEMENT.

A3.10.4.26. MAINTAINS TRAINING INFORMATION PUBLICATIONS LIBRARY AND IDENTIFIES REQUIREMENT.

A3.10.4.27. MANAGES THE BASE COMPUTER BASED INSTRUCTION (CBI):

A3.10.4.27.1. MANAGES THE MULTIMEDIA TRAINING PROGRAM.

A3.10.4.27.2. OBTAINS MULTIMEDIA COURSE MATERIAL AND EQUIPMENT.

A3.10.4.27.3. ENSURES SERVICEABILITY OF TRAINING AID/EQUIPMENT.

A3.10.4.27.4. INFORMS UNIT OF AVAILABLE PROGRAMS.

A3.10.4.28. CONDUCTS TRAINING MEETING:

A3.10.4.28.1. SCHEDULES MEETING.

A3.10.4.28.2. PREPARES/DISTRIBUTES AGENDA.

A3.10.4.28.3. CONDUCTS MEETING.

A3.10.4.28.4. PREPARES/DISTRIBUTES MINUTES.

A3.10.4.28.5. MAINTAINS MINUTES ON FILE.

A3.10.4.29. CONDUCTS TRAINING OF UNIT TRAINING MANAGER:

A3.10.4.29.1. PREPARES LESSON PLAN/MEDIA.

A3.10.4.29.2. CONDUCTS TRAINING.

A3.10.4.29.3. DOCUMENTS TRAINING RECORD.

A3.10.4.30. OPERATES AUTOMATED TRAINING SYSTEMS REMOTE DEVICE:

A3.10.4.30.1. OPENS REMOTE DEVICE.

A3.10.4.30.2. CODES DATA.

A3.10.4.30.3. INPUTS/LOADS DATA.

A3.10.4.30.4. INQUIRES/EXTRACTS ON-LINE DATA.

A3.10.4.30.5. VERIFIES ON-LINE DATA.

A3.10.4.30.6. SECURES REMOTE DEVICE.

A3.10.4.30.7. OPERATES REMOTE PRINTER DEVICE.

A3.10.4.31. MAINTAINS COMPUTER DATA:

A3.10.4.31.1. PREPARES OFF-LINE DATA REQUEST.

A3.10.4.31.2. VERIFIES TRANSACTION REGISTER (TR) DATA.

A3.10.4.31.3. VERIFIES AUTODIN OUTPUT LOG DATA.

A3.10.4.31.4. SUBMITS PROPOSED CHANGE TO TRAINING SUBSYSTEM OFFICE OF PRIMARY RESPONSIBILITY (OPR).

A3.10.4.32. MANAGES AUTOMATED TRAINING PRODUCT (EST ROSTER):

A3.10.4.32.1. REVIEWS/INTERPRETS PRODUCT.

A3.10.4.32.2. SEPARATES AND DISTRIBUTES PRODUCT.

A3.10.4.32.3. SUSPENSES PRODUCT.

A3.10.4.32.4. IDENTIFIES ERROR.

A3.10.4.32.5. ANNOTATES/UPDATES CORRECTION.

A3.10.4.33. REQUESTS AUTOMATED BACKGROUND PRODUCT.

A3.10.4.34. PROCESSES DOCUMENT THAT AFFECTS UPGRADING OF ENLISTED AFSC OR UPGRADE TRAINING (UGT) STATUS (AF FORM 2096, **CLASSIFICATION/ON-THE-JOB TRAINING ACTION**):

A3.10.4.34.1. VERIFIES UPGRADE ELIGIBILITY.

A3.10.4.34.2. REVIEWS DOCUMENT FOR ACCURACY AND COMPLETENESS.

A3.10.4.34.3. MONITORS UNSATISFACTORY PROGRESS IN UPGRADE TRAINING.

A3.10.4.34.4. ANNOTATES ON-THE-JOB (OJT)/QUALIFICATION ROSTER.

A3.10.4.34.5. UPDATES DOCUMENT WITH ANY REVISED/CHANGED DATA.

A3.10.4.34.6. RECEIVES AND REVIEWS IMA UPGRADE REQUEST.

A3.10.4.34.7. FORWARDS IMA UPGRADE REQUEST TO HQ AIR RESERVE PERSONNEL CENTER (ARPC).

A3.10.4.35. EVALUATES TRAINING-RELATED CLASSIFICATION ACTION (TRAINING STATUS CODES/WITHDRAWALS/DISQUALIFIES):

A3.10.4.35.1. ASSESSES ADEQUACY OF TRAINING.

A3.10.4.35.2. RECOMMENDS APPROPRIATE ACTION.

A3.10.4.35.3. ENSURES ENTRY INTO CORRECT TRAINING STATUS CODE.

A3.10.4.36. MANAGES ENLISTED UPGRADE TRAINING PROCESS:

A3.10.4.36.1. INTERVIEWS ALL INCOMING PERSONNEL.

- A3.10.4.36.2. REVIEWS PERSONNEL RECORD AND DETERMINES TRAINING STATUS.
- A3.10.4.36.3. ENTERS DATA ON SOURCE DOCUMENT WORKSHEET.
- A3.10.4.36.4. CONDUCTS INITIAL TRAINING ORIENTATION.
- A3.10.4.37. ANALYZES LACK OF TRAINING CAPABILITY/CAPACITY:
 - A3.10.4.37.1. RESEARCHES AND VALIDATES PROBLEM.
 - A3.10.4.37.2. RECOMMENDS ALTERNATE TRAINING METHOD/RESOURCE.
 - A3.10.4.37.3. RESEARCHES UNIT/BASE CAPABILITY/CAPACITY.
 - A3.10.4.37.4. PREPARES LETTER OUTLINING PROBLEM AND FORWARDS LETTER.
 - A3.10.4.37.5. DISCUSSES AND COORDINATES PROBLEM WITH PARENT MAJCOM OF INDIVIDUAL INVOLVED.
- A3.10.4.38. MANAGES THE MANDATORY CDC PROGRAM:
 - A3.10.4.38.1. CONTACTS ECI CONCERNING CDC ENROLLMENT PROBLEM.
 - A3.10.4.38.2. PROVIDES GUIDANCE/ASSISTANCE ON CDC PROCEDURE/PROBLEM.
 - A3.10.4.38.3. PROCESSES CDC WAIVER.
 - A3.10.4.38.4. SCHEDULES TRAINEE FOR COURSE EXAMINATION.
 - A3.10.4.38.5. PROCESSES COURSE EXAMINATION FAILURE.
 - A3.10.4.38.6. ASSISTS UNIT COMMANDER IN DETERMINING CAUSE OF COURSE EXAMINATION FAILURES.
- A3.10.4.39. COORDINATES TRAINING FOR WARTIME TASKS:
 - A3.10.4.39.1. DETERMINES QUALIFICATION REQUIREMENT WITH CONTINGENCY OFFICE OF PRIMARY RESPONSIBILITY (OPR) (DISASTER PREPAREDNESS, PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO), PRIME BEEF, PRIME RIBS, AND MAST).
 - A3.10.4.39.2. ASSISTS OPR TO INCORPORATE WARTIME TASK TRAINING INTO BASE AND UNIT EXERCISES.
- A3.10.4.40. CONDUCTS 751X1 RETRAINING INTERVIEW:
 - A3.10.4.40.1. REVIEWS APPLICATION.
 - A3.10.4.40.2. INTERVIEWS PROSPECT.
 - A3.10.4.40.3. PREPARES WRITTEN COMMENT AND FORWARDS TO APPROPRIATE AGENCY.
- A3.10.4.41. MANAGES WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS) STUDY REFERENCE MATERIAL PROGRAM:
 - A3.10.4.41.1. PREPARES FOR WAPS MEETING.
 - A3.10.4.41.2. CONDUCTS WAPS MEETING WITH UNIT WAPS MONITOR PRIOR TO ORDERING CYCLE.
 - A3.10.4.41.3. DISTRIBUTES/SUSPENSES UNIT ORDER PACKAGE.
 - A3.10.4.41.4. RECEIVES ORDER PACKAGE FROM UNIT AND FORWARDS BASE-LEVEL ORDER TO ECI.
 - A3.10.4.41.5. FORWARDS REQUEST FOR OLD MATERIAL TO MAJCOM/FOA.
 - A3.10.4.41.6. COORDINATES WITH MAJCOM/FOA ON WAPS MATERIAL ISSUE.
 - A3.10.4.41.7. RECEIVES, SEPARATES, AND DISTRIBUTES ECI MATERIAL TO UNIT.
 - A3.10.4.41.8. TRAINS UNIT WAPS MONITOR.
- A3.10.4.42. MANAGES USAF OUTSTANDING CDC GRADUATE PROGRAM:
 - A3.10.4.42.1. REQUESTS UNIT NOMINATION.
 - A3.10.4.42.2. ESTABLISHES NOMINATION REVIEW BOARD.
 - A3.10.4.42.3. SERVES AS BOARD RECORDER.
 - A3.10.4.42.4. REQUESTS AWARD ITEM.
 - A3.10.4.42.5. PUBLICIZES AWARD.
 - A3.10.4.42.6. FORWARDS BASE NOMINATION TO APPROPRIATE MAJCOM.
 - A3.10.4.42.7. PRESENTS AWARD.

A3.11. Title. Positive Mission Variance for Residency Status.

A3.11.1 **Definition.** Prepares separate letter of residency status each term for each military and each family member who attends a Colorado college or university.

A3.11.2. **Authority.** LDO No. 86 0750/1, State of Colorado Senate Bill No. 2, Concerning Eligibility of Active Duty. Complies with Colorado state law.

A3.11.3. **Impact:**

COMMAND	BASE	FRACTIONAL MANPOWER
USAFA	US Academy	.135
AFSPC	Peterson	.130

A3.11.4. **Applicability.** Applies to USAF Academy and Peterson AFB only.

A3.12. Title. Positive Mission Variance for Non-SOFA Japanese Student Support.

A3.12.1. **Definition.** Provides education services support and on-base college courses to non-SOFA Japanese students. Conducts student interviews, processes applications, obtains base passes, keeps records, provides data, and works non-SOFA issues and problems. Works closely with US Forces Japan.

A3.12.2. **Authority.** United States Forces Japan (USFJ) Policy Letter 30-9, 7 May 1990, Admission of Non-SOFA Persons to USFJ Post-Secondary School Education Programs.

A3.12.3. **Impact:**

COMMAND	BASE	FRACTIONAL MANPOWER
PACAF	Yokota	.131

A3.12.4. **Applicability.** Applies to Yokota AB only.

A3.13. Title. Positive Mission Variance for Support of Civilians.

A3.13.1. **Definition.** Provides education services for Support of the large number of civilians assigned to Air Force Logistic Centers.

A3.13.2. **Authority.** AF/DPPE.

A3.13.3. **Impact:**

COMMAND	BASE	FRACTIONAL MANPOWER
AFMC	Hill	1.00
AFMC	Kelly	1.00
AFMC	McClellan	1.00
AFMC	Robins	1.00
AFMC	Tinker	1.00
AFMC	Wright-Patterson	1.00

A3.13.4. **Applicability.** Applies only to the Air Logistics Centers listed above.

★**A3.14. Title.** Positive Mission Variance for Change from DFAS to OPLOC.

A3.14.1. **Definition.** Line item entry for each tuition assistance and training funding authorization is under change from Defense Finance and Accounting (DFAS) to Operating location (OPLOC). In the past, the entries on

Form 616 were made by batch (cumulative semester totals for our local schools with huge student enrollments each term). As of 1 Oct 96 we must now enter each copy of AF 1227 individually on Form 616.

A3.14.2. Impact:

Randolph	+37 monthly man-hours
Columbus	+12 monthly man-hours
Laughlin	+22 monthly man-hours
Vance	+ 4 monthly man-hours
Keesler	+ 4 monthly man-hours
Sheppard	+20 monthly man-hours
Altus	+10 monthly man-hours
Tyndall	+ 8 monthly man-hours
Little Rock	+12 monthly man-hours
Maxwell	+ 5 monthly man-hours

A3.14.3. Applicability. Randolph, Columbus, Laughlin, Vance, Keesler, Sheppard, Altus, Tyndall, Little Rock, Maxwell

★**A3.15. Title.** Positive Mission Variance for BEPAC Program.

A3.15.1. Definition. The Base Education and Planning Committee (BEPAC) plans and develops the overall base education program for off-duty education. Utilizing the partnership approach, commanders and leaders from base agencies meet with the wing or support group commander, education and college representatives to ensure the most cost-effective and efficient programs are provided. The BEPAC acts as a forum to resolve problems and plan/establish programs and procedures to better meet the needs of the student.

A3.15.2. Impact:

Randolph	+ 4 monthly man-hours
Columbus	+ 3 monthly man-hours
Goodfellow	+ 6 monthly man-hours
Lackland	+10 monthly man-hours
Laughlin	+ 4 monthly man-hours
Luke	+10 monthly man-hours
Vance	+ 7 monthly man-hours
Keesler	+19 monthly man-hours
Sheppard	+ 5 monthly man-hours
Altus	+19 monthly man-hours
Tyndall	+ 5 monthly man-hours
Little Rock	+10 monthly man-hours
Maxwell	+10 monthly man-hours

A3.15.3. Applicability. Randolph, Columbus, Goodfellow, Lackland, Laughlin, Luke, Vance, Keesler, Sheppard, Altus, Tyndall, Little Rock, Maxwell

★**A3.16. Title.** Positive Mission Variance for Travel to Geographically Separated Unit (GSU).

A3.16.1. Definition. The 325 FW/Det 1 is located on Corry Naval Station, Pensacola Florida. Tyndall's education office sends 2 staff personnel per quarter to Det 1 for educational counseling and briefings.

A3.16.2. Impact. +4 monthly man-hours

A3.16.3. **Applicability.** Tyndall AFB

★A3.17. **Title.** Positive Mission Variance for CCAF Instructor Accreditation requirement.

A3.17.1. **Definition.** When AFMS 16E1 (dated 30 Nov 93) was developed, Tyndall AFB was part of ACC and the existing variance (Variance A3.4 to AFMS 16E1) did not apply. Tyndall is now in AETC and does perform CCAF instructor accreditation.

A3.17.2. **Impact.** +15 monthly man-hours or .0919 fractional manpower per month.

A3.17.3. **Applicability.** Tyndall AFB

★A3.18. **Title.** Positive Mission Variance for CCAF Instructor Accreditation Requirement.

A3.18.1. **Definition.** When AFMS 16E1 (dated 30 Nov 93) was developed, Luke AFB was part of ACC and the existing variance (Variance A3.4 to AFMS 16E1) did not apply. Luke is now in AETC and does perform CCAF instructor accreditation.

A3.18.2. **Impact.** +12 monthly man-hours or .0735 fractional manpower per month.

A3.18.3. **Applicability.** Luke AFB

★A3.19. **Title.** Positive Mission Variance for PCS/Pipeline Student Support.

A3.19.1. **Definition.** PCS/Pipeline students are eligible for and receive education office support. Educational services provided include Montgomery GI bill briefings, update/correct educational level, counseling and outprocessing.

A3.19.2. **Impact.** +12 monthly man-hours

A3.19.3. **Applicability.** Goodfellow, Lackland, Keesler, Sheppard

★A3.20. **Title.** Positive Mission Variance for Student Pilot and Dependents Support.

A3.20.1. **Definition.** Student pilots and their dependents are eligible for and receive education office support (i.e. Montgomery GI bill briefings, update/correct educational level, counseling and outprocessing).

A3.20.2. **Impact.** +8 monthly man-hours

A3.20.3. **Applicability.** Randolph, Luke, Vance, Tyndall, Columbus, Laughlin, Altus, Little Rock

★A3.21. **Title.** Positive Mission Variance for Contractor Personnel Support.

A3.21.1. **Definition.** Vance education office provides contractor personnel training through seminars, workshops, and educational courses when it is of direct benefit to the Air Force as written in the current contract.

A3.21.2. **Impact.** +16 monthly man-hours

A3.21.3. **Applicability.** Vance AFB

★A3.22. **Title.** Positive Mission Variance for Leaders Encouraging Airmen Development (LEAD) and Scholarship for Outstanding Airmen to ROTC (SOAR) Program

A3.22.1. **Definition.** The education office administers the LEAD and SOAR programs. It is responsible for reviewing packages, publicizing, briefing, counseling, and advising groups and individuals on the program.

A3.22.2. **Impact:**

Randolph	+12 monthly man-hours
Columbus	+25 monthly man-hours
Goodfellow	+20 monthly man-hours
Lackland	+14 monthly man-hours
Laughlin	+10 monthly man-hours
Luke	+ 4 monthly man-hours
Vance	+21 monthly man-hours
Keesler	+26 monthly man-hours
Sheppard	+20 monthly man-hours
Altus	+26 monthly man-hours
Tyndall	+35 monthly man-hours
Little Rock	+40 monthly man-hours
Maxwell	+ 8 monthly man-hours

A3.22.3. **Applicability.** Randolph, Columbus, Goodfellow, Lackland, Maxwell, Laughlin, Luke, Vance, Keesler, Sheppard, Altus, Tyndall Little Rock, Maxwell

★A3.23. **Title.** Positive Mission Variance for Distant Learning Program Support.

A3.23.1. **Definition.** Distant Learning (using video technology to Broadcast training information) is operational at the following AETC bases. The education office is responsible for student enrollment, reporting change of student status, broadcasting, storing material, administering exams, critiques and evaluations, ordering material, distributing training packages and course completion certificates.

A3.23.2. **Impact:**

Randolph	+ 47 monthly man-hours
Columbus	+ 21 monthly man-hours
Goodfellow	+ 4 monthly man-hours
Lackland	+ 40 monthly man-hours
Luke	+ 36 monthly man-hours
Vance	+ 31 monthly man-hours
Keesler	+ 48 monthly man-hours
Sheppard	+ 25 monthly man-hours
Altus	+ 48 monthly man-hours
Tyndall	+ 42 monthly man-hours
Little Rock	+104 monthly man-hours

Note: Little Rock has 1 full-time requirement devoted to Distant Learning Program.

A3.23.3. **Applicability.** Randolph, Columbus, Goodfellow, Lackland, Luke, Vance, Keesler, Sheppard, Altus, Tyndall, Little Rock

PROCESS ANALYSIS SUMMARY**EDUCATION SERVICES FLIGHT**

PROCESS TITLE	CORE MAN-HOURS (MONTHLY)	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
Education Programming	7.589	18 Functional Activities	.850
Tuition Assistance	0.122	1274 Budget Actions	.965
Counseling	0.326	743 Sessions	1.508
Customer Service	0.074	1241 Customer Actions	.574
Testing	0.191	199 Test Actions	.237
		TOTAL FRACTIONAL MANPOWER	4.134

Processes are in priority sequence.